

**761—10.3(17A) Petitions for rulemaking.**

**10.3(1)** The department will accept and consider, from any person or agency, petitions for rulemaking when submitted to the department’s rules administrator by mail or email and prepared in conformance with the following:

a. Format:

IOWA DEPARTMENT OF TRANSPORTATION  
800 Lincoln Way, Ames, Iowa 50010

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PETITION BY (insert petitioner’s name) FOR THE (insert one: adoption, amendment or repeal) OF (insert current rule number, if applicable, and brief description of subject matter)	} }	DOCKET NO. _____  PETITION FOR RULEMAKING
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(In separate numbered paragraphs, the petition shall include the following.)

1. The petitioner’s name, address and telephone number.
  2. The nature of the petitioner’s interest in the matter.
  3. The text or the essential terms and conditions of a proposed new rule, or the rule number and text of a rule proposed for amendment or a repeal. In addition, proposed amendments are to be illustrated to portray the changes in wording requested: Deletions are to be indicated by strikethroughs, and additions by underscoring.
  4. The reasons for seeking the requested action, including any facts, views, data or arguments relevant to the request. Copies of statutes, rules or other supporting documents referenced in the petition are to be submitted as appendices to the petition or made available to the department upon request.
  5. If desired, a request to meet informally with the department to discuss the petition.
- (Signature of petitioner)
- b. A petition for amendment or repeal of a rule is to pertain to a rule currently in effect at the time the petition is received by the department.
  - c. Petitions should be typewritten, although petitions legibly hand-printed in ink will be accepted.

**10.3(2)** The date of receipt of a petition is the day it reaches the department’s rules administrator. The administrator will within five days of receipt notify the petitioner of the date of receipt and the assigned docket number.

**10.3(3)** If requested in the petition, the department will schedule an informal meeting with the petitioner to discuss the petition.

**10.3(4)** The department will notify the petitioner of the director’s or commission’s determination to grant or deny the petition. If the petition is denied, the notification will include the reasons for denial.

[ARC 9444C, IAB 7/23/25, effective 8/27/25]